

Whatever your planned construction project, it may require an application for a permit, a plan check review, and inspections. The questions and answers in this brochure should help you determine if you need a permit and how to obtain one.

When Do I Need a Building Permit?

A permit is required for construction that physically changes or adds structures to your property, or for work regulated by city codes or ordinances, such as:

- **New Buildings** - dwellings, sheds (over 200 square feet or over 10 feet in height), carports
- **Additions** - buildings, swimming pools, hot tubs, decks, retaining walls
- **Alterations Beyond Cosmetic Changes** - converting carports to garages or nonliving space to living space
- **Moving or Demolishing** a building
- **Repairs Involving Structural Members**- including staircases, doors, windows, rafter, trusses, etc
- **Heating Equipment** - wood or pellet stoves, gas lines, HVAC units
- **Changing the Use of a Structure** - changing a single-family residence to a restaurant or shop
- **Signs**
- **Electric & Plumbing** - any electrical changes and most plumbing changes

Contact the City of Eugene, Building and Permit Services Division at 682-5505 for more information or check the City of Eugene home pages on the Internet at <http://www.ci.eugene.or.us>.

**** Building without a permit may result in enforcement action, including removing any construction which requires permits, possible penalties, and increased fees. If you have any questions about when permits are required, please call first: 682-5505.***

When Do I Need a Land Use Permit?

Certain land uses may require a land use permit in addition to a building permit. Contact the land use management staff at the Permit and Information Center at 682-8336 to verify whether your proposed use or property requires a separate land use permit. Before calling, know the address and the proposed use for the property.

What Must I Submit for a Permit?

Submit a completed building permit application form to the Permit & Information Center. Contractor information will be needed before the approved plans and permit can be issued.

One- or two- family dwelling projects require 2-3 complete sets of plans. Commercial projects require 3-5 complete sets of plans, showing all proposed work and details necessary to verify compliance with building codes and zoning ordinances. Plans may not be accepted if they are not clear or lack needed details.

A Complete Set of Plans is Needed

Checklists for commercial or residential (one- and two-family) projects are available at the Permit and Information Center along with permit applications. All the items on the checklist that apply to your project must be provided. We can not accept plans that are incomplete.

Delays Can Be Costly

You can save yourself a great deal of money as well as valuable time if you review the general regulations outlined and submit plans that will not need major revisions later.

If you cannot draw up the plans or are not familiar with code requirements, please seek competent assistance before attempting to apply for the permit.

The staff cannot assist in drafting the plans or designing your project. The plans examiner can only check the completed plans for compliance with the codes.

When May I Start Building?

No construction is allowed until the permit is issued. After the permit application and accompanying plans have been submitted, it will take several weeks to examine and process a good quality set of plans, depending on the complexity. Plans which are not good quality may require revisions and take significantly longer. The plans are reviewed in the order they are received.

You will be notified of approval by telephone or by mail, with permit fees specified at that time. Permit fees are based on the type and value of the construction to be done. Fee schedules and a fee estimating guide are available at the Permit and Information Center for your reference.

You may then pick up your set of “approved” plans. Make sure you post the address and permit number card on the site so we can find you. The plans marked “approved” must be on the job site at all times for the use of the City inspectors as well as the contractors. Inspections will not be made if the plans are not on the site.

When Do I Need Inspections?

The type and number of inspections needed depend on the individual project. Please review your permit for those inspections you will need.

When the work is ready for inspection, the contractor or person responsible for the specific work to be inspected can schedule the inspection by calling our automated interactive voice response system (IVR) at 682-5282 with the following information:

- permit number
- inspection code for type of inspection (provided with permit)

Calls **before** 7:00 a.m. will be scheduled for that day. Calls **after** 7:00 a.m. will be scheduled for the following work day. However, the fire marshal needs one full day’s notice to do a fire alarm inspection, sprinkler system, or final occupancy inspection.

What If I Change My Mind?

If you change your contractor, we will revise the application form and assess additional fees.

If you change your project, submit 2 sets of plans to the Permit and Information Center that clearly show the revisions in relationship to the approved plans. These revisions must be approved and may require additional fees.

How Long is a Permit Active?

Once a permit is issued, construction must commence within 180 days. Construction may not stop completely for more than 180 days. If these time periods are exceeded, the permit will automatically expire and a new application for a building permit is necessary.

What is a Certificate of Occupancy?

After the final inspection, when it is found that the building or structure complies with all Code provisions of the City of Eugene, your building inspector will issue a certificate of occupancy. No building or structure may be lawfully used or occupied until the certificate of occupancy has been issued.

Typical Items to Check Before Submitting Plans

- Make sure that the use, size, height, and location of the building on the development site conforms with the city zoning ordinance (Eugene City Code, Chapter 9).

- Check for the location of any public utility easements on the building site. No construction is allowed on or over such easements. Contact the Permit and Information Center engineering staff at 682-8400 for more information.
- Pick up brochures titled *Plan Requirements for Residential Building Permits* at the Permit and Information Center, 99 West 10th Avenue. This brochure shows a sample site plan. Handouts also are available for specialized construction projects.

- Building and Specialty Codes

The following State of Oregon codes are available for review at the Permit and Information Center:

- Structural Specialty Code
- Mechanical Specialty Code
- Plumbing Specialty Code
- National Electric Code
- One and Two Family Dwelling Code
- Council of American Building Officials

Available for purchase at the City Recorder's Office at 777 Pearl Street, Room 105, or available for review at the Permit and Information Center are:

- Chapter 9 (*Zoning Ordinance*) of the Eugene Code
- Sign Code - included in Chapter 9

For building permit information call the Permit and Information Center at 682-5505.

For inspections call the 24-hour automated inspection system at 682-5282.



Get 24-hour a day information

about common home improvement projects, building activity, business licenses, parking permits and requirements, sign code requirements, common city code violations and what to do about them, property tax records, zoning and flood plain information, land use applications, public agency phone numbers and more via Internet:

City of Eugene

<http://www.ci.eugene.or.us>

Permit & Information Center

<http://www.ci.eugene.or.us/pic/default.htm>

CITY OF EUGENE

CITY OF EUGENE



CITY OF EUGENE

BUILDING PERMIT PROCESS

CITY OF EUGENE

CITY OF EUGENE

CITY OF EUGENE

Permit & Information Center

99 W. 10th Avenue

Eugene, OR 97401

(541)682-5086

TDD (541) 682-5119